



# Assessment of Assessment Self-Study Review Process

## From cttlwiki

How-to information for each of the steps in the process of reviewing program self-studies.

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## Receive self-study documents

## Receive resubmittal of self-study

## Prepare Skylight for Rating

This step didn't really happen except the first time with a bulk upload of data to create the first set of respondent pools. After that, this step was merged into the next one.

Recommend combining these items.

## Assign raters

There are 2 parts to this step.

1. Assignment of the rater. Initially, Gary did this. It evolved to Nils proposing raters to Gary.
2. Set up of the respondent pool in Skylight, getting URLs from the document library and exhibits and adding to the pool. Adding the agreed raters to the pool and sending the email.

## All raters rate

Initially Nils assigned himself to this task on completing the prior one. Daily, he would use these assignments to prompt checking status in Skylight, and then moving on tickets when the survey was finished. This fell apart with his surgery.

We evolved to putting each rater as assignees on the task, and having raters take themselves off when they finish in skylight. The challenge is getting this 2nd step to happen. This might be addressed by a custom thank-you page going to the process actions page.

A further challenge will come if/as we move to outside raters; they won't be on the SharePoint ticket.

## Review ratings

## Reconcile ratings

## Extract raw text of responses - Jayme

## Draft feedback- OAI contact

## Review feedback- Ashley

## Review feedback- Gary

## Store feedback in UniversityPortfolio - Judy

I download the self-study document from Process Documents. I proof read and review for consistent comments and scores and if problems I would check it out. I check that the scores in the radar graph are consistent with what is in Skylight or the reconciled ratings. I save the document to my desktop as Word and PDF document including changes. I upload the Word and PDF documents to University Portfolio in December Planning documents for that program name. If there were changes I upload the Word version to Process Documents. I make changes to Process Actions to assign it to the OAI Contact with instructions to return to program. I check the Google doc spreadsheet to verify the rating numbers are correct and the program information is correctly recorded there.

## Prepare cover email, send feedback, set status in UP - OAI contact

## Follow up with program for feedback

## Figure out next action

## No further action needed

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